

Third Wave of Applications for the Foreign Service Family Reserve Corps (FSFRC)

This is the sixth cable in a series on the FSFRC.

Summary

In May 2016 the Department announced in Reftel A: the creation of the Foreign Service Family Reserve Corps (FSFRC). Family members who meet the requirements in paragraph 2 below are now invited to submit applications (as outlined in paras 4 and 5) beginning immediately. Please note: Family members who apply for the FSFRC are not members of the FSFRC until their applications have been processed and they have been notified by the Bureau of Human Resources Office of Shared Services (HR/SS) of their acceptance into the FSFRC. End summary.

Third Wave

Beginning immediately, the following family members are eligible to apply for membership in the FSFRC:

- A. Those currently employed at post under a Family Member Appointment (FMA) or Temporary (TEMP) Appointment at the time of application; or
- B. Those currently in an Intermittent No Work Scheduled (INWS) status at the time of application, with a Not To Exceed (NTE) date between now and 2021. {Family members can verify their NTE date by referring to Box 5B on their Notification of Personnel Action (Form SF-50) via Employee Self-Service (eOPF) or, if without access to OpenNet, by contacting their losing bureau Family Member Employment Coordinator (FMEC)}; or
- C. Those currently working in a Department of State Civil Service (CS) position domestically who are on their sponsoring employee's travel orders (or other agency equivalent) to a post abroad with an upcoming transfer date within the next six months. Please be aware that we are unable to fully adjudicate these applications until the employee departs their CS position. Please note that CS employees who are currently working under a DETO agreement or who have been placed in Leave Without Pay (LWOP) status and intend to return to their current CS position are not eligible for membership in the FSFRC.

Application or Declination Form Submission Process

Family members who meet the above criteria (i.e., paragraph 2) must complete either the DS-5137 FSFRC application/declination form. The application is available on myData via OpenNet and at the following links: DS-5137A FSFRC Membership Application: https://eforms.state.gov/Forms/ds5137_a.PDF or DS-5137D FSFRC Membership Declination: https://eforms.state.gov/Forms/ds5137_d.PDF. Please read the instructions included on the DS-5137 form carefully as the submission process has changed. Incomplete or improperly submitted forms will be returned to the applicant without being processed. Handwritten or scanned applications will not be accepted. Family members who may have bookmarked an old link or application form or who may have previously submitted an application that was denied, and are now eligible to apply, should not re-submit the previously completed application. Instead, complete a new application and submit it via OpenNet.

Applicants will receive an auto-reply from HRSS when the application or declination form is received, as well as additional notifications throughout the adjudication process, and a final notification upon acceptance into the FSFRC.

Application completion and submission through myData via OpenNet is the preferred method; however, employees without access to OpenNet may download a fillable PDF version of the FSFRC application/declination form at the public facing site: [Application Form \(DS-5137-A\)](#) and [Declination Form \(DS-5137-D\)](#). Please follow the instructions outlined on the appropriate form, and submit completed forms and any required attachments via email to FSFRC@state.gov. **Hand-written or scanned applications will not be accepted.**

HRSS will review all FSFRC applications, verify applicants' eligibility, and place those who meet all eligibility requirements for this wave (para 3 above and reftel A) into one of three categories, based on Diplomatic Security (DS) verification of their current or most recently held security clearance (see reftel A). Time required to complete this process will vary. Family members are not members of the FSFRC until their applications have been fully processed and they have been notified via email by HRSS. Applicants must provide a personal email address where they may be reached and are encouraged to respond quickly to requests for additional documentation.

Next Wave

After the third wave applications have been processed, an open enrollment period will be announced inviting all family members who meet the eligibility requirements to apply for membership in the FSFRC. The eligibility requirements can be found in Reftel A, paragraph 13.

Sources of Additional Information

Additional information on the FSFRC is available on the [Family Liaison Office internet site](#) as well as on [HR/OE's intranet site](#).